

# AGING IN PLACE IN WHITE PLAINS

## Articles of Association

### **Article I Name and Organization**

The name of this association is Aging in Place in White Plains, an unincorporated not-for-profit association created under the laws of the State of New York. This association is located in the City of White Plains, County of Westchester, and State of New York.

### **Article II Purpose**

The purpose of this association is to assist White Plains residents to age in place independently and safely, and not having to move from their present residence in order to secure necessary support services in response to changing needs.

### **Article III Directors**

This association shall be led by a Steering Committee of no less than ten members. The Steering Committee shall be comprised of the officers, the chairs of standing committees, and such other members as the officers may appoint.

### **Article IV Officers**

#### **Section 1**

The officers of this association shall be a President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

#### **Section 2**

The Nominating Committee shall present at the June meeting a slate of proposed officers to take office July 1.

#### **Section 3**

Each Officer shall be elected to a term of one year.

#### **Section 4**

Any officer elected or appointed may be removed by a majority vote of the Steering Committee whenever, in its judgment, the best interests of the association would be served thereby.

#### **Section 5**

Vacancies of officers shall be filled by the Steering Committee from a slate submitted by the Nominating Committee.

## **Section 6**

The duties of the officers shall be:

**President:** The president shall preside at all meetings, shall perform all the duties incident to the office; shall be empowered to appoint committees, subject to approval by the Steering Committee; shall be a member ex-officio of all committees, with the exception of the Nominating Committee.

**Vice President:** The Vice-President shall assist the President and shall assume the duties of the President in case of absence or vacancy.

**Recording Secretary:** The Recording Secretary shall keep minutes of all meetings of the Steering Committee and shall maintain official records.

**Corresponding Secretary:** The Corresponding Secretary shall be responsible for all correspondence as directed by the AIPWP Board, keep a roster of members and their contact information, and notify members of all meetings. The Corresponding Secretary shall assume the duties of the Recording Secretary in his/her absence until the position is filled.

**Treasurer:** The Treasurer shall oversee fiscal operations and shall render a report of all accounts, income and expenses at all meetings of the Steering Committee.

## **Section 7**

The power to sign checks and disburse funds of the association may be vested in any of the officers, or to such other persons as the Steering Committee may designate.

## **Article V Meetings**

There shall be regular meetings of the Steering Committee each month, such meetings to be scheduled with not less than ten days' notice by email. The annual meeting and election shall be held in June. Special meetings may be called by the President or at the request of any two members of the Steering Committee, upon ten days' notice. A majority of the Committee members constitutes a quorum.

## **Article VI Committees**

### **Section 1**

In addition to the Steering Committee as defined in Article III, there shall be an Executive Committee consisting of the five Officers. The Executive Committee shall have the power of the Steering Committee between meetings and its actions shall be submitted for ratification at the next meeting of the Steering Committee.

## **Section 2**

The Nominating Committee shall consist of not less than three nor more than five members, appointed by the Steering Committee, and drawn from that Committee and the general membership of the association. The Nominating Committee shall present candidates for the offices of President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer, for election at the Annual Meeting. The slate must be communicated to the members of the Steering Committee no less than ten days prior to the annual meeting.

## **Section 3**

The Steering Committee shall establish and appoint chairs to all committees, including but not limited to the following:

Members and Chairs of Committees shall serve at the discretion of the Steering Committee.

## **Article VII Parliamentary Authority**

The Parliamentary Authority for the Steering Committee shall be Robert's Rules of Order, Revised.

## **Article VIII Amendments**

These Articles of Association may be amended by a majority of the Steering Committee, provided members have been notified of the proposed amendments with meeting notification.

## **Article IX Fiscal Year**

The Steering Committee shall determine the fiscal year of the Association.

## **Article X Dissolution**

In the event of the dissolution of this Association, its assets will be distributed to such charitable, tax-exempt organizations in White Plains as the Steering Committee shall determine.

Approved by the members of this Association, June 15, 2010